

Municipality of Anchorage  
Library Advisory Board Agenda  
Chugiak Eagle River Library  
Meeting Room, 4th Floor  
August 21, 2019  
5:30 p.m.

1. Call to Order

2. Roll Call

	Barbara Jacobs		Nancy Hemsath, Chair
	Cristy A. Willer, Secretary		Lucy Flynn O'Quinn
	Jamie Lang		Sarah Switzer
	Jonathan Bittner		Wei Cheng
	Lo Crawford		

**X=Present, E=Excused, U=Unexcused, PH=Phone**

TOPIC	Leader	Time	Action
Call To Order			
Person (s) to be Heard		3 min	
Consent Agenda, August 21, 2019	Chair	1 min	Vote to Approve
Approval of June Minutes –Minutes	Chair	2 min	Vote to Approve
Policy: Confidentiality Library Card Eligibility Policy	Director	20 min	Vote to Approve
Chugiak Eagle River Branch Overview	Branch Manager	10 min	
Staff Updates Director Report	Director	15 min	Discussion
Library Advocacy for 2019 Budget and Bond discussion	Director and Jon	20 min	Discussion
Next Board Meeting <ul style="list-style-type: none"> <li>September 18, 2019, 5:30-7, Muldoon Library</li> </ul>			
Board Comments and Adjourn			

**Municipality of Anchorage  
Library Advisory Board  
Minutes**

Date: June 19, 2019	Location: Gerish Girdwood Branch Library Community Room
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Board Members				Staff
X	Nancy Hemsath, Chair	EX	Jonathan Bittner	Mary Jo Torgeson, Director
EX	Jamie Lang, Vice Chair	X	Sarah Switzer	Claire Agni, Branch Manager
X	Cristy A. Willer, Secretary	X	Wei Cheng	
X	Barbara Jacobs	X	Lucy Flynn O'Quinn	Guests
X	Lourdes Linato-Crawford			

Retreat.	Information / Findings / Conclusions / Recommendations	
Call to Order	6:05 p.m.	
Person to be heard	A representative of Sister's Ink discussed an award.	
Mission Moment	Claire Agni, Branch Manager, discussed her four years in Girdwood and the difficulty of getting young singles and elders to come to the library. There is no bus stop here. However, she has made progress with making the library environmentally friendly (crafts are chemical-free).	
Consent Agenda	<ul style="list-style-type: none"> <li>Agenda approved (Lucy/Wei).</li> <li>May minutes were approve as amended (Barb/Lo)</li> </ul>	
Discussion/ Action Items	Discussion	Action
	1. Presentation at Assembly Study Session. The Mayor approved our Strategic Plan. 2. Budget Request Proposal 2020 (attached). Discussion of renewals, blocks on checking out more books. Add "In what language do you prefer getting information?" "What language do you speak at home?" "What language would you accept in interlibrary loans?" Mary Jo will take this issue to the consortium. Compare to IMLS population, programs. 3. Director's report (attached).	1. Study session with Assembly on 7/19. Full assembly meeting 7/23. 2. Moved to hold a special session 7/17 @ 5:30 to discuss the budget further (Lucy/Cristy).
Comments	Lucy requested that the new IT person attend the November meeting. Wei said that a staff member said that Mary Jo has an open mind.	
Adjournment	Meeting adjourned: 7:47 (Lucy/Sarah).	
Next Meeting	Location: Chugiak Eagle River Library Date: August 21, 2019 (Special Session 7/17 @ Loussac)	

**Municipality of Anchorage  
Library Advisory Board  
Minutes**

Date: July 17, 2019	Location: Z.J.Loussac Library
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Board Members				Staff
X	Nancy Hemsath, Chair	X	Jonathan Bittner	Mary Jo Torgeson, Director
X	Jamie Lang, Vice Chair	X	Sarah Switzer	
X	Cristy A. Willer, Sect'y, arr. 6:15	X	Wei Cheng	
X	Barbara Jacobs	X	Lucy Flynn O'Quinn	Guests
X	Lourdes Linato-Crawford			

Retreat.	Information / Findings / Conclusions / Recommendations	
Call to Order	5:30 p.m.	
Person to be heard	None.	
Mission Moment	None.	
Consent Agenda	<ul style="list-style-type: none"> <li>• Agenda approved (Lucy/Lo).</li> <li>• June minutes were not provided, as this was a special meeting.</li> </ul>	
Discussion/ Action Items	Discussion	Action
	1. The board discussed "Proposal for Anchorage Public Library Eliminating Fines 2020." Issues were the loss of revenue and the effect of fines restricting use of the library for some patrons. 2. State budget discussed. 3. Work study session discussed. 4. Bridge Builders of Anchorage dinner 8/24/19 discussed. Clare bought tickets @ \$80 each.	1. Board moved to "abolish the fines for APL materials, future and past." (Jon/Sarah)  3. Mary Jo will send out more specific details about the work/study session.
Comments	None.	
Adjournment	Meeting adjourned: 6:49 (Jamie/Barb).	
Next Meeting	Location: Chugiak Eagle River Library Date: August 21, 2019	





## CONFIDENTIALITY OF LIBRARY RECORDS AND CUSTOMER FILES

### Purpose:

To ensure confidentiality of customer information in the library. Anchorage Public Library (APL) safeguards access to customer library records and restricts access to information used in the normal course of business.

### Definition:

For the purpose of this policy, such confidential records include but are not limited to: registration records, circulation records, reference interviews, material request lists, database search records, financial information and computer booking records.

### **POLICY:**

Consistent with AS. 40.25.140. Confidentiality of library records.

Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under [AS 40.25.110](#) or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.

To conform to this law, all library staff will adhere to the following.

1. Customer registration information and information defined above shall be considered confidential and will not be provided to anyone, including parents, guardians, spouses and law enforcement officers, without court order. Exceptions for parents/guardians noted in (3) below.
2. Customers requesting information about their own cards may be given the information by showing any combination of official documents (examples are: Driver's license, Government issued ID, Passport, Credit Card with Photo, Shopping Club Card with photo, Military ID, Work ID) to confirm photo identification, or by verifying information (examples are: rent agreement, lease agreement, tax documents, medical records, government / tribal issued documents, school records, pay stub, bank or credit card statement) in their library record.
3. Parents/guardians may be given the titles of books their minor children have borrowed only for the purposes of retrieving overdue materials, providing they have the child's library card. Any combination of official documents may be provided to confirm photo identification and date of birth for the parent. A minor's address and phone number are considered confidential and are not to be provided to anyone including a parent or guardian. Parents may be told if their child is registered. If for any reason, verification of correct name must be done using the address, the parent must give the address; staff shall not reveal it. The Alaska State Statute defines a minor child as anyone less than eighteen (18) years of age.
4. Information from customer files may be used for library related research and to notify the user about enhanced library services to meet their needs.
5. The Library may from time-to-time use customer addresses and emails on behalf of its support organizations (Friends of the Library and Anchorage Library Foundation) to announce issues and events that are of interest to library patrons and/or invite patrons to financially support those organizations. The Library will not give the list to the organizations, but instead will send a message on their behalf.



6. APL enters into agreements with reputable third-party vendors/partners to provide online services and digital collections. Those vendors do not abide by the same standards as APL for the confidentiality of patron records. It is up to the customer who uses these services to review the specific types of data gathered/disclosed by each third party vendor, which can be found in the Terms of Use for each vendor.

**Recommended for approval: Mary Jo Torgeson, Library Director**

**Approved by: Library Advisory Board, August 22, 2019**



## Library Card Eligibility Policy

### Purpose:

To ensure the Anchorage Public Library provides the highest level of access to library resources and responsibly manages library collections.

### Definition:

This policy defines the requirements for a library card that enables customers to check out materials from Anchorage Public Library (APL) and Alaska Library Consortium (ALC) member libraries. The APL card also allows access to APL online resources provided by the library through special license or contract.

### **POLICY:**

1. Eligibility for full library privileges – VERIFIED CARDS – 3 YEAR EXPIRATION
  - a. Residents of and owners of property within the municipal boundaries, and their dependents.
  - b. Youth under the age of 18, providing parents or legal guardians accept responsibility for activity on their child's account. Legally emancipated minors must provide a copy of their emancipation decree and will be provided with an adult card.
  - c. Nonresidents paying for a library card.
  - d. An organization or business residing within the municipal boundaries. The organization will be financially responsible for all materials checked out.
2. Eligibility for limited library privileges, including limited access to electronic resources – 3 item limit  
NON VERIFIED CARDS – 3 YEAR EXPIRATION
  - a. Adults and youth without a permanent residence may be issued a limited card.
  - b. Youth without accepted parental responsibility of use.
  - c. Alaska residents who hold borrowing privileges with their home library (ALC nonmembers), including school, academic, public or special library within Alaska..
  - d. Any MOA city employees.
  - e. University of Alaska employees.
3. Benefits  
Library cardholders may:
  - a. Borrow materials from any APL Library, including items transferred from ALC
  - b. Access to computers and, depending on card type issued, use of laptops and electronic resources.
4. Registration requirements
  - a. VERIFIED CARD (Full library access)

- i. Picture identification and proof of address within the municipality for adults and legally emancipated minors' library cards. Proof of address can be a recent piece of mail, current bill, or electronic statements/bill.
    - ii. Signature of parent or legal guardian who meets eligibility requirements and assumes financial responsibility for items is required for minors' library cards.
  - b. NON VERIFIED CARD (Limited library access)
    - i. Adult customer has to provide an address, birthdate and two pieces of documentation verifying identity.
    - ii. Youth must know their address, birthdate, phone number, parent or legal guardian's name
- 5. Responsibilities
  - a. Library cardholders are responsible for:
    - i. Returning materials on time and in good condition.
    - ii. Paying any fees on materials.
    - iii. Alerting the Library if the card is being used by an unauthorized person, is lost or stolen.
  - b. APL is responsible for:
    - i. Maintaining library customers' privacy, as outlined in the Confidentiality Policy.

**Recommended for approval: Mary Jo Torgeson, Library Director**

**Approved by: Library Advisory Board, August 21, 2019**



# LIBRARY DIRECTOR'S REPORT

## June and July, 2010

### Central Library and Branches:

**Loussac:** Tiles are going up, some tiles were broken so there is no firm completion date at this time.

#### **Chugiak-Eagle River (CE)**

- CE has had numerous retirements and staff turnover due to military moves, and on top of closure earlier in the summer, it has been a challenging time. New staff has been hired, with several positions still outstanding.
- Even with all of the challenges, they still offered programs over the summer, over 500 people attended 141 programs.
- For the summer, we've moved the Between the Covers Romance Book Club to Loussac, and changed it from Saturday afternoon to Wednesday evening. We've gained 6 new people in 2 months, and continue to get rave reviews for reading recommendations and a supportive atmosphere in which to talk about a favorite (and sometimes maligned) genre.

#### **Mountain View:**

- We welcome back Rayette Sterling, who had been the Adult Services Coordinator, and is now the new Mt View Branch Manager.
- We have met with Nine Star, who will be partnering with us for employment and career assistance for the public.

#### **Girdwood:**

- June was a beautiful, sunny month, but we still had a lot of traffic within the library. One of our programs, magician Don Russell brought in what we think is a record crowd for a Summer Discovery program: 97 people! It was a packed house. We also had two more gardening programs for adults: Wild Edibles taught by Alivia DeBusk of Yarducopia, and Introduction to Permaculture taught by Saskia Esslinger (who came from Homer to give her lecture). We also held a screening for the new PBS Kids show *Molly of Denali*. People were so excited to watch it!



Denali, the Golden Eagle @ Girdwood, from Bird TLC



Children handling parts of birds



## Muldoon

- Like CE, there has been a staff shuffle at Muldoon, with staff being transferred and a new children's librarian starting in the fall.

## Youth Services

- Jacqueline Woodson – we hosted National Ambassador for Young People's Literature, Jacqueline Woodson. Linda Klein prepared by doing a lot of outreach, meeting with members of the Mountain View Boys and Girls Club, Northeast (Muldoon) Boys and Girls Club, Salvation Army, and Campfire. She distributed Woodson books for them (Paid for by the foundation) and prepared them to meet her. It was an amazing program! (see below report).
- Harry Potter – last year we had three weeks to adjust a 150 person program into a 1500 person program. And this year we took a year to plan Potter Day. The public really responded with so much positive response to and it was one of the best events of the year, as well as a fantastic new additional tradition.
- Astronaut Rex Walheim presented to capacity crowds at all five locations. You know it is a great program when 159 people come to Eagle River on a sunny summer Saturday. Attendees ranged from preschoolers to senior citizens, many adults without children. This included air force personnel, the officers of the UAA astronomy club, and a million kids and adults in NASA and space shirts.
- Because of our great partnership with Alaska Public Media, we held two screenings of the new PBS Kids show, *Molly of Denali*, which features an Alaska Native lead character, writing staff, and producers. People are so excited to see this show! 109 people came to our first screening.
- Summer Discovery
  - We averaged over 65 people per program for our headliner summer discovery programs. (last year it was 50 people per program.) This includes people coming to Girdwood programs on gorgeous days and coming to relocated Eagle River programs held at an elementary school.
  - While at Loussac, a librarian observed a parent and child reading together. They are regulars and new to Anchorage and both are English Language Learners. The child is just about to enter kindergarten. The mother was reading a picture book and when they got to a word she didn't know she was using an app on her phone to pronounce the word and then she would read the definition. After the word was said by her phone she and her daughter would practice saying the word together a couple of times before continuing to read the book. They did this for about 30 minutes with a stack of picture books. It was such a great thing to watch!
  - Thanks to years of great partnership building, we were able to reach out to Anchorage School District and get an extremely reduced price (free except for janitor fees) for the use of an elementary school space in Eagle River while our Chugiak-Eagle River library was closed. The community was very grateful that we did it and showed up in large numbers for that program.
  - For the second time we did Putt-a-palooza, mini golf around the library. But this time the course was designed and ran by VolunTEENS! It was again a huge success!
  - The initial numbers are showing that we have a 28% return rate for summer discovery logs, up from 21% last year. This was one of biggest goals! More people are staying engaged and finishing their reading and discovery activities. In our target group of elementary students, the percentage went from 19% to 31%!!!
- General Stories of library users:
  - A mother of one of our volunteers (and longtime patron) shared with me that she has autism. She has been volunteering with her mom at various places around town, but this was the first time to volunteer without her mother in the room. When they did their intake IEP meeting for the start of the school year, she was talking a lot about her volunteer experience and all her educators commented on how much she has matured and opened up. Her mother attributes it to the library and her daughter refers to it as her "safe place".
  - As Librarians, we connect with kids: one girl, who has some sort of processing disorder and asks questions repeatedly, lit up when she saw librarian Kelsey at Harry Potter Day, only to come back a few days later in full Harry Potter gear and roam every floor trying to find her. Her caretaker said she was so



excited to come show me her outfit and see me again. Kelsey said: "Developing these kinds of relationships shows me just how much kids crave an enthusiastic, encouraging adult in their lives and I'm happy to be in a position to show them affirmation."



Astronaut



Harry Potter and Quidditch

### Ready to Read Resources

- Hosted a table for the library/ Ready to Read at the Anchorage Imagination Library's 10<sup>th</sup> Birthday Party event at Cuddy Park.
- Created training video for guest storytime presenters (a condensed version of the Supercharged Storytimes for All curriculum).



prodName=SystemSettings)

Presented storytime (and RRAK information) to families waiting in the WIC vaccine clinic on L street, July

24. Hope to attend at least one clinic a month to provide outreach/ storytime

- Presented content for Moon/ Apollo 11-themed Bite Size Science program on July 16 for approximately 40 participant. A grandmother approached me several days later at the school-aged Moon Landing Anniversary event and told me her granddaughter so enjoyed the rocket craft that she (with some adult help) made a large, cardboard rocket to play in

### Adult Services (AS)

- Harry Potter day is not just for children, AS played an essential role in creating a potion exam, a map for the day, facebook postings and helping during the event.
- In June and July, AS hosted 76 programs, with 2638 attendees.
- We have removed many of the computer carrels from the 3<sup>rd</sup> floor and created more open space and will eventually move the Information desk in August.
- Staff have been meeting to help define the role of the Alaska Collection, including ways to support ASD's Alaska Studies program and to help shape future programming, materials and physical space in the new Alaska Room.
- AK Historical collection is important to many people, including:
  - the customer that came in to see newspaper articles from 1955 outlining his win in a 60 mile roller skating race between Anchorage and Palmer.
  - A patron wanted a copy of an oral history interview. From the catalog, he wasn't sure which recording he needed. Jill was able to contact Rasmussen Library to find out which recording he needed, and have UAF e-mail him the mp3. It turns out that the patron is involved in Cemetery Stories, and was portraying Clifford Cernick. The oral history was to help him portray Cernick accurately.
- Outreach at Pride Event resulted in 172 signups for Summer Discovery, 35 new library cards, and over 1500 people spoken too.



- Adult Services Coordinator, Stacia, met with the Alaska Workers Association, a group that represents and advocates for low income employees in Anchorage, on June 18. During this meeting I was able to tell them about many library resources that they were unaware of. We are hoping that they will be able to pass that information off to their membership through their newsletter and mailing lists.
- Stacia met with representatives from Wal-Mart. Wal-Mart is having difficulty hiring and was hoping the library would be able to help their employment efforts. Stacia was able to show them the resources available, give them a tour of the library (including the Job Shop), and show off our meeting room space. Both representatives

mentioned that their meetings tend to take place in Wasilla, and they were happy to see a variety of meeting rooms close to their stores.

### **Community Resource Coordinator**

- Impact of Governor's vetoes:
  - More evictions and less people housed with grants
  - 500-600 new unsheltered people, estimated by the Homeless Coalition
  - If the day shelter is closed at Clare House, more families could be coming to the library
  - There is more vandalism and all kinds of clean up due to mental illness, anger or inebriation
- "Ben" had been living in his car for months last fall. A suicide attempt last year left him using an ostomy bag, so staying at either of the shelters is practically impossible. His medications occasionally cause visual and balancing impairments. Through a combination of resources (Choices PATH grant and Cook Inlet Housing Authority) and Ben's hard work, he's finally gotten an apartment. He has one month before he will have to pay it himself, and is working with DVR to find a job that accommodates his acute and chronic disabilities.
- 54 total consultations in June (one-on-ones)
  - 1 client housed
  - 1 vulnerable senior evaded homelessness
  - 1 client got a full time job
  - 2 more clients very close to being housed

### **Collection Management Services**

- Technical Services processed over 9,000 items over the last several months and repaired almost 900 items (cases, labels, etc)
- CMS Manager provided a great interview for the Foundation newsletter, explaining the cost of a variety of materials, and illustrating that it is impossible to stretch the same dollar with ebooks and digital audio books
- Staff received an overview for a new weeding/selection tool that is available to the consortium, Collection HQ.

### **Library Long-Term Planning and Development**

- **Muldoon Library:** the current landlord is willing to do some upgrades that will increase our future rent, but not outrageously. We are currently reviewing their proposal and deciding which improvements to make.
- **Library Foundation:** obtained a \$5K grant from Wells Fargo for Mountain View, applied to ConocoPhillips for funds for STEM kits and youth materials, met with Alaska Community Foundation to brainstorm ideas for Downtown Library funding.
- **Strategic Plan:** presented to Assembly, finalized plans to make our internal improvements sustainable, and beginning to work on how we change our external work to accommodate the plan.
- **Community Resource Coordinator (Social Worker):** we are moving the position from the Health Department to Library to make it easier to manage and Rebecca will come onto Clare's new Community Engagement team. We're looking into building a peer navigator/outreach program for year two. Year one has been very successful and the program is getting a lot of attention around town.



## Community Relations

Misty Rose Nesvick and Adult Services staff worked with a Library School intern on marketing our Summer Discovery.



**Nita Labrada Gáfaró** recommends Anchorage Public Library (Z. J. Loussac Library).

June 25 at 8:56 PM · 🌐

I had a lovely time at Drag Story Time. Everyone was very sweet and kind and respectful. Absolutely love how happy it makes the kids. Especially the sing alongs and the picture book readings.



Anchorage Public Library

1 Comment



Love



Comment



Share



**Kayla Simpson** recommends Anchorage Public Library (Z. J. Loussac Library).

June 24 at 1:18 PM · 🌐

A great pillar of the community! They bring resources and diversity into the community without any hate. A great place!



Anchorage Public Library

1 Comment



Love



Comment



Share



**Dahn Covet** recommends Anchorage Public Library (Z. J. Loussac Library).

June 24 at 1:44 PM · 🌐

Absolutely loved the staff when visiting and Story Hour is the greatest thing to hit a library since books!!!



Anchorage Public Library

1 Comment



Love



Comment



Share



Here is a sampling



## National Youth Ambassador Jacqueline Woodson at APL.

Every two years, a beloved and respected children's book creator is appointed the National Ambassador for Young People's Literature to raise national awareness of the importance of young people's literature as it relates to lifelong literacy, education, and the development and betterment of the lives of young people. The National Ambassador for Young People's Literature Program was established in 2008 by the Children's Book Council (CBC), Every Child a Reader, and the Library of Congress. The program is administered by the staff of Every Child a Reader. Over the last ten years, the National Ambassador Program has reached millions of young readers and their caregivers in the United States.

The 6<sup>th</sup> Ambassador, Jacqueline Woodson, made a whirlwind trip to Alaska. She visited Juneau first, came to Anchorage for a night and a day, before heading to Homer.

With all her travel for this two-year program, it's amazing how she finds time to write. Since 1990, she has written numerous picture books, middle grade books, and young adult books. Her numerous awards include the Coretta Scott King award (twice), a Newbery honor, and the Children's Literature Legacy award (formerly the Laura Ingalls Wilder Medal).

We reached out to two Boys and Girls Clubs, a Campfire group, and Salvation Army. These were the groups we invited to private events with the author at Mountain View and Muldoon Libraries. Thanks to the Anchorage Library Foundation, we were able to purchase 125 copies of her memoir to give to these youth for free. I went to these youth groups prior to Ms. Woodson's visit, and I shared with them the many events in her life that were shaped by national events. It's a great book to booktalk! Some children opened up about their own lives, some whose fathers were not in their lives, some who felt bullied or ostracized, but also those who felt blessed by their families and especially grandparents. Another group had questions about the Civil Rights Movement; many had not heard about the lunch counter sit-ins or the concept of passive resistance. We also talked about the use of poetry in the book. Discussing this book opened up many doors to dialogue.

On Wednesday evening at Loussac Library, Ms. Woodson met with members of the public, and engaged with some fascinating conversations with the audience. During the book signings after her talk, she was so gracious in taking time with each person who came up to her. I know she was probably pretty tired – we ended after 8pm, which for her is midnight. I was unprepared for how kind and warm she is, even though she is a superstar! Note that when I told the audience about the gift of books from the Foundation, the audience broke into spontaneous, enthusiastic applause.

The private meetings she had with youth were very successful. Some had read the book, some had read part of it, and all had heard me talk about it. They had lots of questions about her books. One girl was thrilled to meet someone who actually had her picture in a book. They were all excited to see that the "Brown Girl" herself was standing before them. Ms. Woodson told me how grateful she was that we had gathered a diverse group of kids for the events.

*Brown Girl Dreaming* opened even more doors. I spoke with some of the kids at these private events and they were very interested in having some more read-aloud sessions and booktalks at their clubs. Talking about the book whetted their appetites for more. Both Mountain View and Muldoon Libraries are currently without Youth Services Librarians, and it has been a great opportunity to let these kids know that the library cares about them and welcomes them. This program helped us keep the relationships previous branch librarians had established.

Anchorage Public Library and Juneau Public Library started working on bringing Ms. Woodson to Alaska September 2018. With the help of The Children's Book Council, we planned and coordinated our events. And it was worth every minute of it!

On a personal note, this is one of the highlights of my career as a librarian and as a reader. I couldn't believe that Jacqueline Woodson was actually in my library! Many years ago, in my academic librarian career, I heard her speak at Eastern Kentucky University. At that time, I had no idea who she was, having never read any of her books. After that, I was inspired to read her books. So I know from firsthand experience that personally meeting a writer can open up doors: to literacy, relationships, and other points of view. Books like *Brown Girl Dreaming* give young readers hope. The National Ambassador for Young People's Literature is a program that makes a difference. I am very pleased to have been a part of this experience.

### Girdwood Library - Rehabilitation and Upgrades (for 10 Year Anniversary)

**Project ID** LIB2018004 **Department** Library  
**Project Type** Rehabilitation **Start Date** June 2019  
**Location** Assembly: Section 6, Seats J & K, 28-N: South **End Date** December 2019

#### **Description**

To conduct building system repairs and updates needed after ten years of operations. This project will primarily address an engineering study for the HVAC system that blows cold air and debris into the library (\$10K) and to make recommended repairs (\$17.5K).

#### **Comments**

The Gerrish (Girdwood) Library is a popular and vital community resource. As one of the few public institutions in the community, it is a lifeline for residents, providing resources that are otherwise only accessible in Anchorage. It also serves as a center for civic life in Girdwood. This grant will help the Girdwood Library respond to customer complaints of cold air and debris that blows into the children's area through the HVAC. Anchorage Public Library faces a budget cut and there are no MOA resources to address this problem. Additionally, after over ten years of use, the building is in need of upgrades to surfaces, furniture and equipment. Anchorage has a short-coming of building new buildings and not maintaining them. This critical infusion of maintenance and upgrades at the ten-year mark will make sure the city extends the life of this valuable community asset.

A note about matching funds: MOA budget does provide overall maintenance for the Gerrish (Girdwood) Library as well as the Library's Facility Manager and they have improved what they could on the design and this system.

#### **Version 2019 Proposed**

		2019	2020	2021	2022	2023	2024	Total
<b>Revenue Sources</b>	<b>Fund</b>							
Bond Sale Proceeds	401100 - Areawide General CIP Bond	135	-	-	-	-	-	135
<b>Total (in thousands)</b>		<b>135</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>135</b>



## Loussac Library - Elevator Replacement

**Project ID** LIB2019004

**Department** Library

**Project Type** Replacement

**Start Date** June 2019

**Location**

**End Date** December 2020

### Description

Address critical building system upgrades in a 32-year old facility. Need to discuss further with Public Works before finalizing.

### Comments

The Z.J. Loussac Library is one of Anchorage's premier cultural institutions, completed in 1986 as part of the "Project 80s" investment in public facilities. In commemoration of the 25th Anniversary of the Loussac, the Municipality launched a once-in-a-generation renewal of this vital and beloved Anchorage institution.

The first phase of the 2011 Loussac Library Master Plan--a renovation of the entrance and ground floor--was completed in 2017, but more work remains to be done. The Municipality and the Anchorage Library Foundation are preparing to launch a second and final phase to renovate the remaining portions of the building and address critical building and safety system upgrades.

However, this large-scale project is still several years off and in the meantime, there are several safety issues that need to be addressed.

Elevators are probably most urgent at an all-in cost (labor, escalation, contractor, contingency and permits) = \$900,000 to replace 3 elevators. I'd like to discuss with Alan C. if there are other urgent needs and what are his priorities.

**Version** 2019 Proposed

		2019	2020	2021	2022	2023	2024	Total
<b>Revenue Sources</b>	<b>Fund</b>							
Bond Sale Proceeds	101000 - Areawide General	900	-	-	-	-	-	900
<b>Total (in thousands)</b>		<b>900</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>900</b>

C.No.	Period	Reference	Entered by	Value type
8694	9	MOABU	CONF_DATA01	Invoices
8710	9	MOABU	CONF_DATA01	Invoices
8734	9	MOABU	CONF_DATA01	Invoices
8769	9	MOABU	CONF_DATA01	Invoices
00641	11	8007	FF_FILCO01	Invoices
00936	11	3997	26723	Invoices
00953	11	8007	26723	Invoices
01533	12	3997	26723	Invoices
01680	12	6098	26723	Invoices
03452	1	6934	26723	Invoices
04725	3	3997	26723	Invoices
05969	4	8007	26723	Invoices
06633	4	6934	26723	Invoices
07002	5	8007	63129	Invoices
07490	5	6934	26723	Invoices
12817	5	0206LIBAS2018	MF-BATCH	Invoices



## 2020 PROPOSED OPERATING BUDGET

[illegible]



### Loussac Library - Building Safety Rehabilitation and Upgrades

**Project ID** LIB2019005 **Department** Library  
**Project Type** Rehabilitation **Start Date** June 2020  
**Location** **End Date**

#### **Description**

This project covers important public safety repairs: replacing a failing PA system that is needed for safety announcements, replacing above ground electrical floor boxes that are a tripping hazard, and other small repairs that are needed for the building to function safely for the public.

#### **Comments**

Loussac Library is over thirty years old and rehabilitation is needed to extend the life of critical building systems. A phase one renovation in 2017 addressed the most critical issues, but more work remains. The MOA has put off a final major renovation until the state economy recovers; however, several items need to be repaired in order for the building to function. This project addresses replacing a failing PA system that is needed for safety announcements, replacing above ground electrical floor boxes that are a tripping hazard, and other small repairs that are needed before a full building rehabilitation is completed.

#### **Version Main**

		2020	2021	2022	2023	2024	2025	Total
Revenue Sources	Fund							
Bond Sale Proceeds	401100 - Areawide General CIP Bond	800	-	-	-	-	-	800
<b>Total (in thousands)</b>		<b>800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>800</b>

### South Anchorage - Express Library

<b>Project ID</b>	LIB2019001	<b>Department</b>	Library
<b>Project Type</b>	New	<b>Start Date</b>	June 2020
<b>Location</b>	Assembly: Areawide	<b>End Date</b>	December 2021

#### **Description**

To purchase a library materials dispenser and associated capital installation to create an express library kiosk for South Anchorage at a cost of \$250,000. The Library is in talks with several building owners in the area who are amenable to creating a library kiosk within their building. The kiosk would include an automated library materials dispenser that will be available anytime the building is open. Staff would restock the dispenser, collect return items and offer additional services during peak hours.

#### **Comments**

South Anchorage has one of the largest population bases in the city and no library within a 3-5 mile radius. The Dimond Branch Library was closed more than five years ago. While it is not feasible to pay staffing costs for a full branch library, an express library in a mall or other high-traffic building would allow the public to pick up reading/viewing materials, return items and pick up holds. We hear frequently from community members who ask us to restore a South Anchorage Library. Given the current economy, this would allow us to test a new concept and provide service to an under served neighborhood. It would require daily staff attention, but it would be minimal. Based on national standards of a branch per 30,000 people, Anchorage Public Library (APL) is in the bottom 25th percentile and this dispenser would help us better meet community needs.

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#### **Version 2020 Proposed**

		2020	2021	2022	2023	2024	2025	Total
<b>Revenue Sources</b>	<b>Fund</b>							
Bond Sale Proceeds	401100 - Areawide General CIP Bond	250	-	-	-	-	-	250
<b>Total (in thousands)</b>		<b>250</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>250</b>

### Girdwood Library - Building Safety Rehabilitation and Upgrades

<b>Project ID</b>	LIB2018004	<b>Department</b>	Library
<b>Project Type</b>	Rehabilitation	<b>Start Date</b>	June 2021
<b>Location</b>	Assembly: Section 6, Seats J & K, 28-N: South	<b>End Date</b>	December 2022

#### Description

To conduct building system repairs and updates needed after ten years of operations. This project will primarily address an engineering study for the heating, ventilation, and air conditioning (HVAC) system that blows cold air and debris into the library (\$10K) and to make recommended repairs (~\$125K), as well as any other repairs/replacement needed to furniture and fixtures.

#### Comments

The Gerrish (Girdwood) Library is a popular and vital community resource. As one of the few public institutions in the community, it is a lifeline for residents, providing resources that are otherwise only accessible in Anchorage. It also serves as a center for civic life in Girdwood. This bond will help the Girdwood Library respond to customer complaints of cold air and debris that blows into the children's area through the HVAC. Additionally, after over ten years of use, the building is in need of upgrades to surfaces, furniture, and equipment. This critical infusion of upgrades at the ten-year mark will extend the life of this valuable community asset.

A note about matching funds: the municipal budget does provide overall maintenance for the Gerrish (Girdwood) Library as well as the Library's Facility Manager and they have improved what they could on the design and this system.

#### Version 2020 Proposed

		2020	2021	2022	2023	2024	2025	Total
<b>Revenue Sources</b>	<b>Fund</b>							
Bond Sale Proceeds	401100 - Areawide General CIP Bond	-	150	-	-	-	-	150
<b>Total (in thousands)</b>		<b>-</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150</b>



### Downtown Library

<b>Project ID</b>	LIB2019003	<b>Department</b>	Library
<b>Project Type</b>	New	<b>Start Date</b>	June 2021
<b>Location</b>		<b>End Date</b>	December 2022

#### **Description**

To construct a 4,000 SF facility in downtown Anchorage to open a new library, taking advantage of a significant private donation that will fund basic library operations in perpetuity.

#### **Comments**

The Anchorage Public Library and Anchorage Library Foundation are working to establish a downtown library, which has the potential to play an important role in the revitalization of downtown and could serve as an anchor tenant for a multi-use development. This project is made possible by a generous \$9M bequest from Janet and John Goetz, long-time downtown residents who had a vision to establish a walkable library to serve the diverse needs of downtown residents, workers and visitors. The Anchorage Library Foundation has 75% of the funding needed to purchase and construct a 4,000 sqft library and pay for ALL library operations. The Municipality seeks \$2.3M from the State of Alaska for capital needs, and the Anchorage Library Foundation would raise an additional \$2M in private support to go toward the existing \$10M endowment that would pay for library operations in perpetuity.

A Downtown Library annual operations would be approximately \$500,000/year to operate a 4,000 SF facility for 39 hours/week. In order to fully fund 100% of library operations in perpetuity the Anchorage Library Foundation (ALF) estimates that it needs an endowment of \$12.5M with an annual 4% distribution to generate \$500,000/year.

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#### **Version . 2020 Proposed**

		2020	2021	2022	2023	2024	2025	Total
<b>Revenue Sources</b>	<b>Fund</b>							
SOA Grant	231900 -	-	2,300	-	-	-	-	2,300
Revenue-Direct	State Grants							
<b>Total (in thousands)</b>		<b>-</b>	<b>2,300</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,300</b>

## Mountain View Library - Safety Rehabilitation and Upgrades

<b>Project ID</b>	LIB2021001	<b>Department</b>	Library
<b>Project Type</b>	Renovation	<b>Start Date</b>	June 2020
<b>Location</b>	19-J: Mountainview	<b>End Date</b>	December 2023

### Description

Upgrades and addition to the Mountain View Library. \$75,000 for an urgent building safety projects in 2020. \$2.5M for design, construction, furnishings, fixtures, and equipment for rehabilitation and upgrades in 2022.

### Comments

Opened in 2009, the Mountain View Library has demand and usage that far exceeds the original capacity of the building. The original floor plan for the building does not adequately serve today's needs--there is a demand for computers and collaborative work areas, dedicated teen areas, and small study rooms that the Library is currently unable to meet. Additionally, after almost ten years of heavy wear-and-tear, the building is in need of new paint, surfaces and furniture. This critical infusion of maintenance and upgrades at the ten-year mark will make sure the city extends the life of this valuable community asset.

In 2020, the Library has a more urgent need to address a building safety and security issues. 1) The landscaping for the original design of the building included a central cement feature on the back patio facing Clark Elementary to serve as a Children's Reading Garden. Unfortunately, the feature creates a large secluded, unsecured space that has become a haven for illicit activity. After hours, people congregate in this area to do drugs and camp. It requires constant trash clean-up and is unsuitable for children's activities. The Library would like to remove the cement structure and repair/re-landscape the patio at a cost of \$50K, which will eliminate the secluded space and make it easier for police to view the area during their patrols. 2) the building is in need of an upgrade to security cameras at a cost of \$25k for cameras, a server and other associated technology. When the building was designed, security needs weren't as high and camera technology was not as advanced. The current system does not have enough cameras to adequately cover the library and its grounds and expanding/adding new cameras.

### Version 2020 Proposed

		2020	2021	2022	2023	2024	2025	Total
<b>Revenue Sources</b>	<b>Fund</b>							
SOA Grant	401900 -	-	-	1,500	-	-	-	1,500
Revenue-Direct	Areawide General CIP Grant							
Bond Sale Proceeds	401100 -	75	-	1,000	-	-	-	1,075
	Areawide General CIP Bond							
<b>Total (in thousands)</b>		<b>75</b>	<b>-</b>	<b>2,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,575</b>



## Loussac Library Phase Two

<b>Project ID</b>	LIB2017003	<b>Department</b>	Library
<b>Project Type</b>	Rehabilitation	<b>Start Date</b>	January 2024
<b>Location</b>	Assembly: Areawide, Community: Various	<b>End Date</b>	December 2028

### **Description**

Construction for Phase 2 of the Loussac Renewal.

### **Comments**

The Z.J. Loussac Library is one of Anchorage's premier cultural institutions, completed in 1986 as part of the "Project 80s" investment in public facilities. In commemoration of the 25th Anniversary of the Loussac, the Municipality launched a once-in-a-generation renewal of this vital and beloved Anchorage institution. The Loussac Library Master Plan of 2011—produced by a team of architects, engineers and library experts—laid out a complete plan to address building deficiencies, improve building systems, and bring the facility up-to-date to respond to today's community needs.

The first phase of the Master Plan—a renovation of the entrance and ground floor—was completed in 2017, but more work remains to be done. There is \$40M worth of work to be done on the facility. Specific project tasks to be addressed in a second and final renovation include:

- Seismic upgrades
- Energy efficiency improvements
- ADA upgrades
- Building system upgrades/repairs
- Life safety upgrades
- Renovations to public spaces on the 4th floor and children's area to respond to community demand for education and workforce development programs
- New furnishings, carpet and signage to match the new spaces
- Interior and exterior refinishing

The Municipality and the Anchorage Library Foundation will work with private funders and the State of Alaska to secure grants to match the Municipal bond when the state has recovered from the recession. \$4M is needed for design work as the first step.

### **Version 2020 Proposed**

		2020	2021	2022	2023	2024	2025	Total
<b>Revenue Sources</b>	<b>Fund</b>							
Restricted Contributions	401800 - Areawide General CIP Contributions	-	-	-	-	5,000	-	5,000
SOA Grant Revenue-Direct	401900 - Areawide General CIP Grant	-	-	-	4,000	-	10,000	14,000
Bond Sale Proceeds	401100 - Areawide General CIP Bond	-	-	-	-	5,000	-	5,000
<b>Total (in thousands)</b>		-	-	-	4,000	10,000	10,000	24,000

**Loussac Library Phase Two**

**O & M Costs**

Contr To Other Funds	500	500	500	500	-	-	2,000
Total (in thousands)	500	500	500	500	-	-	2,000





## LIBRARY CARD ELIGIBILITY

### PURPOSE

To ensure the Anchorage Public Library provides the highest level of access to library resources and responsibly manages library collections.

### DEFINITION

This policy defines the requirements for a library card that enables customers to check out materials from Anchorage Public Library (APL) and Alaska Library Consortium (ALC) member libraries. The APL card also allows access to APL online resources provided by the library through special license or contract.

### POLICY

1. Eligibility for full library privileges – VERIFIED CARDS – 3 YEAR EXPIRATION
  - a. Residents of and/or owners of property within the municipal boundaries, and their dependents.
  - b. Youth under the age of 18, providing parents or legal guardians accept responsibility for activity on their child's account. Legally emancipated minors must provide a copy of their emancipation decree and will be provided with an adult card.
  - c. Nonresidents paying for a library card.
  - d. An organization or business residing within the municipal boundaries. The organization will be financially responsible for all materials checked out.
2. Eligibility for limited library privileges, including limited access to electronic resources – 3 item limit  
NON VERIFIED CARDS – 1 YEAR EXPIRATION
  - a. Adults and youth without a permanent residence may be issued a limited card.
  - b. Youth without accepted parental responsibility of use.
  - c. Alaska residents who hold borrowing privileges with their home library (ALC nonmembers), including school, academic, public or special library within Alaska..
  - d. Any MOA city employees.
  - e. University of Alaska employees.
3. Benefits - Library cardholders may:
  - a. Borrow materials from any APL Library, including items transferred from ALC
  - b. Access to computers and, depending on card type issued, use of laptops and electronic resources.
4. Registration requirements
  - a. VERIFIED CARD (Full library access)
    - i. Picture identification and proof of address within the municipality for adults and legally emancipated minors' library cards. Proof of address can be a recent piece of mail, current bill, or electronic statements/bill.
    - ii. Signature of parent or legal guardian who meets eligibility requirements and assumes financial responsibility for items is required for minors' library cards.

- b. NON VERIFIED CARD (Limited library access)
  - i. Adult customer has to provide an address, birthdate and two pieces of documentation verifying identity.
  - ii. Youth must know their address, birthdate, phone number, parent or legal guardian's name

5. Responsibilities

- a. Library cardholders are responsible for:
  - i. Returning materials on time and in good condition.
  - ii. Paying any fees on materials.
  - iii. Alerting the Library if the card is being used by an unauthorized person, is lost or stolen.
- b. APL is responsible for
  - i. Maintaining library customers' privacy, as outlined in the Confidentiality Policy.

**Recommended for approval: Mary Jo Torgeson, Library Director**

**Approved by: Library Advisory Board, August 21, 2019**



## CONFIDENTIALITY OF LIBRARY RECORDS AND CUSTOMER FILES

### PURPOSE

To ensure confidentiality of customer information in the library. Anchorage Public Library (APL) safeguards access to customer library records and restricts access to information used in the normal course of business.

### DEFINITION

For the purpose of this policy, such confidential records include but are not limited to: registration records, circulation records, reference interviews, material request lists, database search records, financial information and computer booking records.

### POLICY

Consistent with AS. **40.25.140. Confidentiality of library records.**

Except as provided in (b) of this section, the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order, and are not subject to inspection under [AS 40.25.110](#) or 40.25.120. This section applies to libraries operated by the state, a municipality, or a public school, including the University of Alaska.

To conform to this law, all library staff will adhere to the following.

1. Customer registration information and information defined above shall be considered confidential and will not be provided to anyone, including parents, guardians, spouses and law enforcement officers, without court order. Exceptions for parents/guardians noted in (3) below.
2. Customers requesting information about their own cards may be given the information by showing any combination of official documents (examples are: Driver's license, Government issued ID, Passport, Credit Card with Photo, Shopping Club Card with photo, Military ID, Work ID) to confirm photo identification, or by verifying information (examples are: rent agreement, lease agreement, tax documents, medical records, government / tribal issued documents, school records, pay stub, bank or credit card statement) in their library record.
3. Parents/guardians may be given the titles of books their minor children have borrowed only for the purposes of retrieving overdue materials, providing they have the child's library card. Any combination of official documents may be provided to confirm photo identification and date of birth for the parent. A minor's address and phone number are considered confidential and are not to be provided to anyone including a parent or guardian. Parents may be told if their child is registered. If for any reason, verification of correct name must be done using the address, the parent must give the address; staff shall not reveal it. The Alaska State Statute defines a minor child as anyone less than eighteen (18) years of age.
4. Information from customer files may be used for library related research and to notify the user about enhanced library services to meet their needs.
5. The Library may from time-to-time use customer addresses and emails on behalf of its support organizations (Friends of the Library and Anchorage Library Foundation) to announce issues and events that are of interest to library patrons and/or invite patrons to financially support those organizations. The Library will not give the list to the organizations, but instead will send a message on their behalf.



6. APL enters into agreements with reputable third-party vendors/partners to provide online services and digital collections. Those vendors do not abide by the same standards as APL for the confidentiality of patron records. It is up to the customer who uses these services to review the specific types of data gathered/disclosed by each third party vendor, which can be found in the Terms of Use for each vendor.

**Recommended for approval: Mary Jo Torgeson, Library Director**

**Approved by: Library Advisory Board, August 21, 2019**